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Mr. J. Newell

Re: mount 3-33
the 2nd floor

Att. Director

Miss F. Tolson

Comparison of Costs and Floor Space

Filing Cabinets versus Shelf Filing

Based on Completed Installations as of 1 November 1961

Floor Space Comparison
(Square Feet)

Cost Comparison

Area	Safes & Cabinets	Shelving	Savings by Use of Shelving	Safes & Cabinets	Shelving	Savings by Use of Shelving
DD/S	3057	2129	30.3%	\$95,848.	\$56,962.	\$38,886.
DD/I	4136	2955	28.5%	230,030.	86,160.	143,870.
DD/P	1794	906	49.5%	57,874.	24,273.	33,601.
DCI	76	28	63.1%	8,322.	1,000.	7,322.
TOTAL	9063	6018	33.6%	\$392,074.	\$168,395.	\$223,679.